



King County
Visual Basic/Access Developer
(Information Systems Analyst II)
DEPARTMENT OF EXECUTIVE SERVICES
Information & Telecommunications Services Division
Annual Salary Range
\$51,232 - \$75,995
Job Announcement: 03ES3574TLT
OPEN: July 21, 2003 CLOSE: August 1, 2003

WHO MAY APPLY: This position is open to all qualified candidates and is a Temporary Term Limited position with full benefits.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Lorrie Wood, 700 5th Avenue, Suite 2300, Seattle, WA 98104, Fax 206-263-4834.** Email applications are encouraged at HRITS@metrokc.gov (all application materials must be included). MS Word format is preferred. Applications materials must be received by 4:30 p.m. on closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications** not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- [King County application form.](#)
- resume,
- letter of interest detailing your background and describing how you meet or exceed the requirements, and
- completed supplemental questionnaire. (included at the end of this job announcement)

Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

WORK LOCATION: 700 5th Avenue, Key Tower, Downtown Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: Works closely with the other small platforms Analysts and internal clients to analyze business systems, document them and recommend and implement system and process improvements. Serve as a backup to other analysts. Perform development and enhancement and support of application systems using ACCESS, SQL Server, Visual Basic, HTML, and FTP.

ESSENTIAL JOB FUNCTIONS:

- Perform analysis of complex business functions, development of detailed business requirements, functional and technical designs, and test & implementation plans using standard systems development life cycle methodologies.
- Design and code application programs using Visual Basic, ACCESS and SQL Server.
- Test and validate new or changed information systems applications.
- Serve as backup to existing applications analyst.
- Work closely with the other analysts to coordinate data sharing between small platform and mainframe systems.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

QUALIFICATIONS:

- Bachelor's degree in business, computer science or related field. (Five years programming experience may be substituted for a degree).
- At least two years experience programming complex applications using Visual Basic, Visual Basic Access, Access and SQL Server.
- Working knowledge of FTP.
- Solid systems analysis and information systems requirements definition experience.
- Demonstrated ability to work effectively in a team environment.
- Excellent ability to communicate verbally and in writing to a wide range of individuals.
- Solid track record delivering complex technical projects within tight schedule and budget constraints

DESIRABLE QUALIFICATIONS:

- Project management and applications design and development experience in a client server or Web environment
- Knowledge and experience using MQ Series, .NET technologies, and HTML

NECESSARY SPECIAL REQUIREMENTS: The selected candidate will be required to pass a thorough background investigation.

UNION MEMBERSHIP: Positions in this classification are represented by Local 17, Professional and Technical Unit.

CLASS CODE: 440200

TLT 43-9998-1068/69

**Visual Basic/Access Developer
Supplemental Questionnaire**

Name _____

Information and Telecommunications Division

Job Announcement No.: 03ES003574TLT

Please provide a concise written response to the following questions. You will be evaluated on your level and extent of experience, level of technical knowledge and clarity of response. Your response should be limited to no more than 2 pages. Please include your name and job number at the top of each page.

1. Describe your experience and process in obtaining requirements for a new application. What are the steps you have taken and the documents produced to be able to build a project plan and estimate the project.
2. Define what you see are the essential phases of an application development project, from a stated idea by a client to the successful implementation and maintenance of the application.
3. Describe your background and experience in developing applications. What roles did you play in the project? How critical was the application? Were there various levels of user security defined within the application? What database and development tools were used? What interfaces were required with other applications. What was the development length and cost of development? How many users were anticipated? How many were on the development team.
4. Describe in detail your Visual Basic development experience.
5. Describe in detail your Access experience, including both application and data base experience.
6. Describe in detail your design and development experience with relational databases. Which databases have you used. Have you written stored procedures and triggers? Have you define tables and defined relationships between tables.
7. Describe the server environments that you have both developed on and deployed to. What has been your role in these environments?